



PHYSICAL PLANT DIRECTOR

CHARACTERISTICS OF WORK:

This is administrative and supervisory work involving planning, supervising, inspecting, and coordinating maintenance and custodial services for a large complex of buildings. Incumbents are responsible for developing current and long range plans to ensure adequate facilities and recommend new construction. Work also includes responsibility for proper operation of a variety of mechanical and electrical systems and devices including high pressure steam power plants or low pressure plants and large air-conditioning systems. Incumbents generally receive supervision from an administrative superior, chiefly with regard to major construction problems or administrative matters; however, the work is planned and performed with considerable independence.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in Engineering, Construction, or Mechanical Technology;

AND

Experience:

Four (4) years of related experience.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Eight (8) years of experience in work related to the described duties, four (4) years of which must have been directly related experience.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the directly related education or directly related experience.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of the job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent may frequently be required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Job-Specific Skills: Possesses and applies the knowledge and skills needed to effectively and credibly supervise and perform the job.

Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise. Keeps informed of latest developments in field and communicates developments to staff. Supervises subordinates who are responsible for the operation, maintenance, and improvement within their respective fields; namely, buildings, utilities, custodial services, and property accountability. Inspects, personally or through assistants, buildings with a view of issuing maintenance orders for repairs, upkeep, and elimination of fire hazards. Inspects operation of power and water plants, including boilers, pumps, refrigeration machinery, air conditioners, turbo generators, and the keeping of records incidental to their use.

Human Resource Leadership: Has a broad understanding of employment law and State and agency personnel policies; promotes the development of staff by providing the direction, support, and feedback needed to enable others to reach their full potential and meet organizational needs.

Assesses current and future staffing needs based on organizational goals and budget realities; hires highly qualified people, giving appropriate consideration to the agency's diversity needs. Establishes and communicates goals and standards through a dialogue that ensures understanding and commitment. Provides feedback and coaching. Confronts substandard performance as required. Evaluates performance against pre-established requirements. Facilitates the development of employees for successful job performance and career development. Provides a harassment-free and supportive environment for all employees. Assures a safe work environment; returns injured workers to modified duty assignments as soon as possible. Holds supervisors accountable for supervising staff in accordance with those laws and policies. Demonstrates cross cultural sensitivity and manages diversity issues with staff.

Budgeting and Forecasting: Understands state government spending and purchasing regulations; develops recommendations and justification for budget enhancements or modifications.

Identifies resources required to reach a result. Strives to accomplish the desired result cost effectively. Monitors the budget for program area using cost-benefit thinking to set priorities and accomplish results. Takes necessary steps to maximize the utilization of financial and other agency resources in alignment with agency objectives and plans. Acts as a trustee of agency resources, ensuring legal compliance and cost effectiveness. Directs cost studies and the development of standardized maintenance procedures to determine operation expenses; prepares statistical informational reports relating to operation of physical plant. Monitors, and approves for submission, regular and special budget reports. Estimates material and supplies needed for maintenance and repair. Presents recommendations of needed repairs to supervisor with information concerning costs, or expense for needed maintenance repairs.

Project Planning: Devises and maintains a workable scheme to accomplish the need that the project was undertaken to address.

Develops written plans for all significant undertakings. Documents and distributes the project plan. Updates and revises the project plans as needed. Insists on clear, complete statements of both product and project scope. Analyzes project cost and estimates how long it will really take. Uses available planning tools effectively. Gets the team actively involved in the planning effort. Coordinates and directs the efforts of interdepartmental supervisors in large scale improvements, repairs, remodeling, and construction work.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides supervisory leadership to the Maintenance Department.
2. Provides on-site inspections of on-going construction projects both contractual and in-house.
3. Provides service in developing budgets.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Coordinates and directs the efforts of interdepartmental supervisors in large scale improvements, repairs, remodeling, and construction work.

Directs subordinates or other workers in the mechanical and building trades.

Supervises subordinates who are responsible for the operation, maintenance, and improvement within their respective fields; namely, buildings, utilities, custodial services, and property accountability.

Reviews, approves, and modifies Managerial Staff Development Training Programs.

Evaluates the performance of management personnel on a continuing basis.

Inspects, personally or through assistants, buildings with a view of issuing maintenance orders for repairs, upkeep, and elimination of fire hazards.

Inspects operation of power and water plants, including boilers, pumps, refrigeration machinery, air conditioners, turbo generators, and the keeping of records incidental to their use.

Directs cost studies and the development of standardized maintenance procedures to determine operation expenses; prepares statistical informational reports relating to operation of physical plant.

Monitors and approves for submission regular and special budget reports.

Estimates material and supplies needed for maintenance and repair.

Presents recommendations of needed repairs to supervisor with information concerning costs or expenses for needed maintenance repairs.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.